



Poster Printing Information

(Updated 05/07/08)

Platform and media – We accommodate both Mac and PC platforms. You can bring your poster to BIF on a variety of media: Zip disc, CD, flash drive, or USB hard drive.

Printing format – Though we can print directly from PowerPoint, InDesign, or Illustrator files, our preference is to print from Acrobat PDF files. We recommend that you convert your file to a PDF at BIF to ensure that your poster will convert and be printed at the correct size.

Printer specs – The HP DesignJet 5500ps is a Postscript printer with maximum resolution of 1200 X 600 dpi. It uses CMYK color space and automatic Pantone calibration. There are six ink cartridges: cyan, magenta, yellow, black, light cyan, light magenta.

Paper quality and poster size restrictions – We use high-gloss photo quality paper. Since the paper comes on 42” wide rolls, one dimension is limited to a maximum of 42”. The most common poster sizes are 42" X 56" and 42” X 60”. The HP 5500ps has a fixed unprintable margin of 0.5” on all sides so you should include a margin on your poster.

Printing prices - Current price for printing is \$17.50/linear foot, so a 42” X 56” poster will cost roughly \$81.67. We have cardboard carrying tubes available for \$5. Payment should be made by a CUFS number, but we can also take a check.

Turnaround time - It typically takes about an hour to print a poster, including file conversion and a 15 min. drying time. There many variables in any print run and, in rare cases, the simplest poster has the potential to take much longer than anticipated. **We recommend that you print your poster (at the very least) the day before you need it.** The more lead time you can allow, the better. **We cannot guarantee that you will be able to print posters on the day they are needed.**

Appointments – **We do not take reservations for computer time for poster printing. During rush printing times we operate strictly on a first-come-first-served basis. There may be a waiting list during a rush.**

Hours – BIF is open Monday-Friday 8AM-6PM.

For more information, contact Erini Shields at 7-0374 or e-shields@northwestern.edu.